

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	EMERGENCY/HOMELESS SHELTERS POLICY & PROCEDURE MANUAL	6/1/02	4/09	9	9.1
CHAPTER Chapter 9. The Monitoring Visit		SUBJECT Areas Which Will Be Monitored			

The purpose of the monitoring visit is to ensure that the shelter is operating the Child and Adult Care Food Program in accordance to the regulations and to provide technical assistance in any area relating to the CACFP. The monitoring visit is conducted by a CACFP District Nutritionist. The visit may be announced or unannounced and is conducted during normal business hours. Regulation requires that all institutions be reviewed at least every three years.

The records maintained by the shelter serve as a basis for verifying compliance to Program regulations. The areas and records that will be reviewed are as follows:

- Meal Count Verification
- Daily dated meal count records taken at the point of meal service for each meal/snack claimed (breakfast, lunch, supper, snack)
- Meal Service time within the requirements of Section 7.8 and approved on the Center Information Sheet of the web-based Program application site
- Non-Profit Food Service Verification
- Daily Dated Menus
- Civil Rights Compliance
- Food Service Receipts, vouchers and donation documentation
- Daily Resident Rosters
- Annual Contract
- Other Required Documentation, such as: health, safety and sanitation reports